



Paignton Community  
& Sports College



# WORK EXPERIENCE LOGBOOK

## Unit: 26 Preparing for Work Placement



Student's Name: \_\_\_\_\_

Form: \_\_\_\_\_

Placement: \_\_\_\_\_

<u>Assessor</u>	Pass	Fail
<u>IV</u>	Pass	Fail

**Start Date: December 2010**

**Completion Date: July 2011**

<b>Centre Name</b>	Paignton Community & Sports College
<b>Centre Number</b>	54333
<b>Candidate Name</b>	
<b>Candidate Number</b>	

This section to be completed by the candidate

**Notice to Candidate**

The work you submit for assessment must be your own.

If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.

**Declaration by Candidate**

I have read and understood the Notice to Candidate (above). I have produced the attached work without any help from other people apart from that which I or my teacher has declared in the work itself.

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

This section to be completed by the teacher/assessor

**Declaration by Teacher/Assessor:**

To the best of my knowledge, the above-named candidate has produced the attached work without any help apart from that declared in the work itself.

Teacher/assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Scribing of candidate responses by the teacher/assessor is allowed but this must be declared in the work itself.**

**Candidate Name** \_\_\_\_\_

**Centre Number** \_\_\_\_\_ 54333 \_\_\_\_\_

**Learning outcome (1)**

1.1	Explain Key information about the company or organisation providing the work placement and where this information was obtained	
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Nature of evidence: Booklet, Page 22	Attached	x
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**Learning Outcome (2)**

2.1	Explain the terms and conditions of the work placement	
2.2	Explain the tasks they would need to perform as part of the work placement	

Nature of evidence: Booklet, 2.1= page 1, 2 2.2= page 7, 8 11-22	Attached	x
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**Learning outcome(3)**

3.1	Explain why workplace values are important for success at the work placement.	
3.2	Describe personal presentation requirements appropriate to the work placement.	
3.3	Explain how they could deal effectively with situations of emotional stress, difficulty or confusion during the work placement	

Nature of evidence: Booklet, 3.1 Page 4 3.2= page 1 3.3= page 6	Attached	x
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4.1	Set specific, realistic goals for the work placement, including a goal that relates to skills development.	
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Nature of evidence: Booklet, page 9	Attached	x
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**Learning Outcome (4)**

**Teacher/Assessor's signature** \_\_\_\_\_ **Date of completion** \_\_\_\_\_

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# INTRODUCTION

Work Experience is an important event bringing with it new and exciting challenges. To get the most out of your placement you need to be organised and well prepared.

Members of staff will visit you during your Work Experience. If you have a problem during your Work Experience placement; before or after the teacher visits' you should notify the schools Careers Department on 01803 403003

## PREPERATION

**Contact your placement and speak to your employer:**



1. Introduce yourself and the school you are from, explain why you are calling:

*(Hello my name is John French and I attend Paignton community and sports college I am ringing regarding my Work Experience which is to take place on the: .....of December is it convenient to ask you a couple of questions?)*

2. Use the call/visit to answer any questions that you may have e.g. Eating arrangements/ dress code/ name of supervisor/ expected hours of work etc.

3. Thank them for their time and let them know that you are looking forward to your placement.

### **Travel:**

Make sure you know how you are going to get to your placement. If it involves getting a lift or a bus do not forget to check the times and the cost.

### **Clothing:**

Organise what clothes you will wear. You need to be smart and appropriately dressed. No skirts that are above the knee low cut tops or ripped jeans.



## WORK PLACEMENT DETAILS (2.1) (3.2)

### Task

NAME OF COMPANY: \_\_\_\_\_

NAME OF COMPANY CONTACT: \_\_\_\_\_

HIS/ HER JOB TITLE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMPANY TELEPHONE NUMBER: \_\_\_\_\_

DATES OF WORK PLACEMENT: \_\_\_\_\_

HOURS OF WORK: \_\_\_\_\_

BREAK & LUNCH TIME: \_\_\_\_\_

WHAT TO WEAR:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOW WILL I TRAVEL TO THE PLACEMENT?

Bus

Car

Walk

Bike

Train

I FOUND THIS INFORMATION FROM:

- ☐ LETTER
- ☐ LEAFLET
- ☐ PHONE CALL TO EMPLOYER
- ☐ WEBSITE
- ☐ EMAIL
- ☐ FRIEND/FAMILY
- ☐ TEACHER/CAREERS ADVISER



## IMPORTANT CONTACT NUMBERS (2.1)



### IN CASE OF AN ACCIDENT AT WORK:

You will be required to work in a safe manner. If you are involved in an accident, however slight, you will need to report it, please follow the guidelines set out below:

- If I hurt myself or I am injured at work, I will need to inform my Supervisor.
- They will need to put the details in the company's **Accident Book**, the time, the date and how the accident occurred.
- I will then need to inform the Careers Department at school.

### PROBLEM AT OR GETTING TO PLACEMENT:

If I am going to be late, or I am unable to get to my Work Experience placement, I will need to tell the following people immediately.

- My Supervisor
- The Careers Department at school

If there is a problem during school hours which you cannot discuss with your employer you should ring the school and speak to a senior member of staff or the Careers Department. If it is after school hours you must let your parents know and leave a message on the school answer phone.

#### AT WORK

Supervisor's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

#### AT SCHOOL

The Careers Department or a senior member of staff on: 01803 403003

#### AT HOME

Name of Parent / Guardian: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## Work Place Values (3.1)

### Task

When in the workplace your employer will expect you to behave in a certain way. Give 2 examples of work place values. (Think about how to treat other staff and customers, how to do the job to a high standard, how to make decisions, adhering to health and safety rules and regulations etc.)

Work Place Value 1.

---

---

Why is this important?

---

Work Place Value 2.

---

---

Why is this important?

---

---

## Personal Presentation (3.2)

### Task

What should you wear and what should you not wear, what behavior and attitude should/should not have?

DO	DO NOT



# DIFFICULT SITUATIONS (3.3)

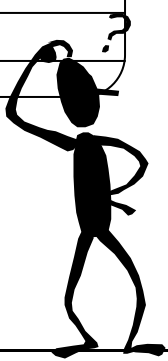
## Task

Some times work can become stressful. You may be confused or unsure about a task. Give 3 examples of how someone could become stressed in their work place. Think about customers, co-workers the equipment you use etc.

1.

2.

3



## Task

Situation 1 I would resolve this by...	Situation 2 I would resolve this by...	Situation 3 I would resolve this by...

## EMPLOYABILITY SKILLS (2.2)

### Task

#### INFORMATION FOR STUDENTS

All employers require an employee to have good key skills. It is important that you are able to make yourself understood when speaking and writing, can work with others, are able to carry out basic calculations and are capable of problem solving by using own initiative. A number of employers are also seeking employees that are able to use information technology to aid in production and processes within the work place. Work Experience is one way in which these key skills can be shown and developed.

### Task

Using numbers 1-5 which key skills do you think you need most help with/ would like to develop more during your Work Experience placement?

1= most

5= least

(only use each number once)

#### Communication

“” Includes taking part in discussions, preparing written material, using images (pictures and graphs), reading, answering questions, speaking, listening, being able to negotiate effectively.

☐

#### Working with others

In pairs, groups or teams, you work together to achieve or plan a task/ target, being able to This area also includes responding to the needs of others and their safety.

☐

#### Information Technology

Entering data, manipulating information, typing, designing, researching, developing new programmes, setting up data bases, marketing.

☐

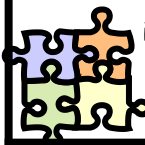
#### Application of number

Sums, money transactions, better business awareness.

☐

#### Problem Solving

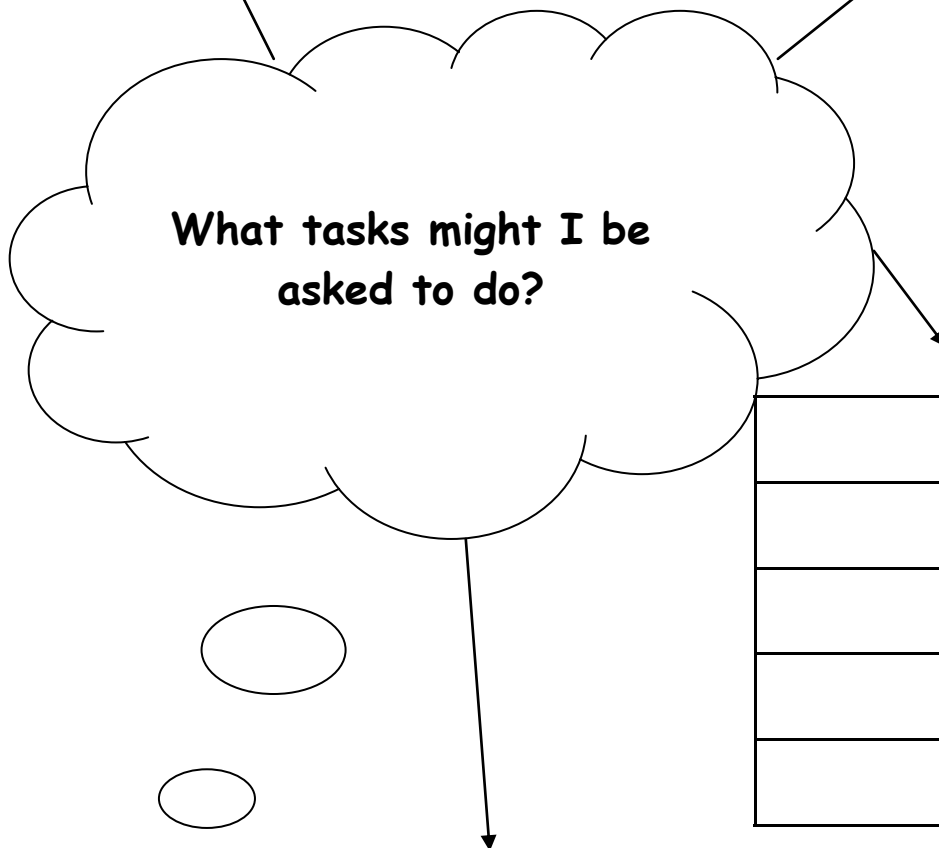
Making decisions, time management and awareness skills, ability to prioritise, to work using own initiative.

☐

## WORK PLACEMENT TASKS (2.2)

### Task









## ACTION PLAN (4.1)

### Task- Targets

Using the Key skills on the previous page list five personal targets and what type of skills/Tasks in your Work Experience placement will help meet these targets?

E.g. To develop my time management skills/ tasks that would allow me to do this would be arriving on time and taking the right length of time for breaks.

My Targets	Tasks that will allow me to meet my targets
1.	
2.	
3.	
4.	
5.	



# THE FIRST DAY

Once your first day is over you will probably feel tired. The day may have been longer than you are used too, developing new skills learning new things and meeting new people.

## Task

Here are a number of words that may describe your feelings about your first day. Please circle the words that best describe the way that you feel:



tired	comfortable	anxious	worried	bored
confident	confused	curious	happy	unhappy
determined	jealous	horrified	interested	lonely
perplexed	optimistic	sad	shocked	pleased
surprised	excited	hysterical	regretful	aggressive
bashful	withdrawn	nervous	negative	frustrated
upset	angry	positive	cautious	miserable

# THE FIRST DAY

## Task

Must Remember e.g. peoples names etc.

## Task

The best thing that happened to me today was:

## Task

The worst thing that happened to me today was:

## WORK EXPERIENCE DIARY

Please make sure that you record what you did each day.

Day \_\_\_\_\_ Start time \_\_\_\_\_ Finish time \_\_\_\_\_

What tasks did you perform today? Did you learn anything new? Describe your day:

[illegible]

Look back at your Action Plan (page 8) - have you made any progress towards your targets?

Yes/ No

Which Tasks helped you to meet your action points?

[illegible]

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Yes/ No

Which Tasks helped you to meet your action points?

## KEY SKILLS (2.2)



You can assess whether you are meeting the targets that you have set for your self by recording the skills that you use each day during your Work Experience placement.

### Task

Pages 10-15 will allow you to keep a record of the key skills that you use during your Work Experience: there are 5 key skill areas to review each day; Communication, Application of number, IT, working with others and Problem solving.

### COMMUNICATION 6699

Take part in discussions, produce written material, use images, read and respond to written material.

1. Talking to work colleagues
2. Talking to supervisors/ managers
3. Talking to customers/ clients
4. Filling in forms or record sheets
5. Writing letters
6. Writing reports
7. using Images, e.g. diagrams, pictures to help explain/ support ideas.
9. Understanding images, e.g. pictures, photographs
10. Extracting information from written material
11. Summarising information obtained, e.g. writing things in your own words, making notes, taking messages

### APPLICATION OF NUMBER



Collect and record numerical information, tackle problems, interpret and present numerical information.

1. Carrying out a survey
2. Using appropriate measuring instruments (e.g. scales, tape measures, protractors)
3. Doing calculations
4. Using common units of measurement (e.g. centimetres, metres, kilograms)
5. Understanding information involving numerical facts
6. Using data to produce tables, bar charts and graphs

## Task

At the end of each day of your Work Experience placement tick the boxes that relate to the activities that you performed.

### COMMUNICATION

“”

Key skill No.	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
1					
2					
3					
4					
5					
6					
7					
9					
10					
11					

### APPLICATION OF NUMBER



Key skill No.	DAY 1	DAY 2	DAY 3	DAY 4	Day 5
1					
2					
3					
4					
5					
6					

## IT



**Prepare, process, present and evaluate information:**

1. Typing/ Word processing
2. Using graphics to create pictures
3. Using a spreadsheet to work with numbers (e.g. accounts)
4. Entering data onto a spreadsheet
5. Taking photographs and loading on to the computer
6. Altering/ adapting/ enhancing digital images
7. Creating/ inserting Images, e.g. diagrams, pictures
8. Searching the internet
9. Updating website information
10. creating posters/ advertisements
11. Using specialist computer programme (e.g. sound, media etc.)



## WORKING WITH OTHERS

**Planning, motivation, identify collective goals and responsibilities and work towards them.**

1. Planning and agreeing joint activities with others
2. Identify what you have to do when working in a group
3. Organise self to complete group activities, e.g. what will you need to get the job done?
4. following given working methods and procedures e.g. following work plans or job instructions
5. Co-operating with others in the group you are working with

## IT



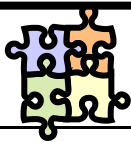
Key skill No.	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					



## WORKING WITH OTHERS

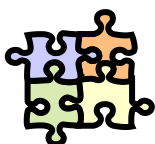
Key skill No.	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
1					
2					
3					
4					
5					

## PROBLEM SOLVING



1. Using numbers to solve a problem
2. Using pictures to solve a problem
3. Using written words to solve a problem.
4. Using verbal explanation to solve a problem.
5. Working with a group to solve a problem.
6. Working by yourself to solve a problem.
7. Asking another person to help solve the problem
8. Using the internet to solve a problem

## PROBLEM SOLVING



Key skill No.	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
1					
2					
3					
4					
5					
6					
7					
8.					



## KNOWING THE PLACEMENT (1.1)

### Task

What does the organisation do?

- ☐ Produce things
- ☐ Sell things
- ☐ Offer services

How many people work for the organisation?

Women	Full– time		Part– time		
Men	Full– time		Part– time		

Total: \_\_\_\_\_

How is the organisation structured? e.g. managing director– manager– sales assistant

Draw a flow chart to show how it is organised.

List 3 different job roles that exist at your placement:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Does the organisation have a health and safety policy?      Yes/No

Does the organisation have an equal opportunities policy?      Yes/No

Does the organisation have an environmental or recycling policy?      Yes/No

I FOUND THIS INFORMATION FROM:

- ☐ LETTER    ☐ LEAFLET    ☐ EMPLOYER    ☐ WEBSITE    ☐ EMAIL
- ☐ FRIEND/ FAMILY/ TEACHER    ☐ CAREERS ADVISER

# PEOPLE AT WORK

## Task

While you are on Work Experience it is very useful to interview a person who works at your placement.

JOB TITLE: \_\_\_\_\_

1. What do you do in your job? \_\_\_\_\_

2. How long have you done this job? \_\_\_\_\_

3. Have you had any jobs before this one? \_\_\_\_\_

4. Are you on a permanent or fixed-term contract? Permanent/ fixed term

5. What qualifications did you need for your job? \_\_\_\_\_

6. Do you need to keep up to date with 'on the job' training? Yes/No

7. What Kind of training? \_\_\_\_\_

8. Do you expect to remain in this job for life? Yes/No

9. What advice would you give to a young person considering a similar job?

During the interview did anything surprise you?



## ADDITIONAL COMMENTS

Visiting Teacher/ staff

Comments:

Date visited:                    /                    /                   

Signature

Visiting teacher/ staff. \_\_\_\_\_

### **Task**

Student Comments

Date Work Experience completed:        /        /       

Student signature        \_\_\_\_\_

Parent/ Guardians comments

We would welcome any comment relating to your child's Work Experience - it's value to your child, noticeable change in attitude, future career ideas/ choice etc.

## EMPLOYERS COMMENTS

### Task

At the end of your placement you should ask your employer to complete the following section:

1. Has the student attended all days of the placement Yes/No

2. Has their punctuality been:

Excellent

good

satisfactory

poor

3. Do you feel the student was well prepared for this placement? Yes/No  
If not what could have been done to improve this?

4. Looking at the targets the student set on page 8 of this booklet do you feel he/she has achieved them?

Target 1. Yes/No

Target 2. Yes/No

Target 3. Yes/No

Target 4. Yes/No

Target 5. Yes/No

5. What are your comments about the 'employability' of this student?



Paignton Community  
& Sports College

Paignton Community & Sports College would like to thank you for taking part in their work experience programme and taking the time to make these comments.